

**Office of School Choice**

# Louisiana Scholarship Program Removal Form

As part of Scholarship Program requirements, students must be in regular attendance at their awarded scholarship school. All participating schools must also adhere to policies outlined in their school's handbook when implementing student removals due excessive unexcused absences or nonattendance.

Students with excessive unexcused absences (>10) should not be included as enrolled for that quarter. Any student with more than 10 unexcused absences in one quarter may be removed from the roster of their current LSP school at the request of the Scholarship School.

***Please Note: Removing a student from the roster for attendance, does not remove the student from the Louisiana Scholarship Program. Families may reach out to another participating Scholarship school for a transfer. However, scholarship transfers are not guaranteed.***

Students with documented medical leave may request a hold on their Scholarship by contacting the Office of School Choice at [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

If you have a student that you'd like to have removed from your roster, please complete this form and submit to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

<b>Student Name:</b>	<b>Student Date of Birth:</b>	<b>Date of Removal:</b>
<b>School Name:</b>		<b>Site Code:</b>

**Reason for Removal (check all that apply):**

- More than 10 unexcused absences in one Quarter (***MUST provide attendance records***)
- Student is a "no-show" and/or has never attended
- Student moved out of state (***documentation may be requested***)
- Records request from another school (***documentation may be requested***)
- Family did not or refused to provide a decline award form
- Other (Please provide additional information below)

I acknowledge that the information above is truthful and is in accordance with the rules, policies, and procedures outlined in the school's handbook and provided to the family during the student enrollment process.

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Signature of School Representative

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Date